

# CITY OF GARDENA

1700 WEST 162<sup>nd</sup> STREET / GARDENA, CALIFORNIA 90247-3778 / (310) 217-9509

**RECREATION LEADER I - \$10.2346/Hr. - \$12.4442/Hr.**  
**RECREATION LEADER II - \$12.4673/Hr. - \$15.1500/Hr.**  
**PART-TIME, OPEN/CONTINUOUS RECRUITMENT**

**THESE POSITIONS ARE OPEN ON A CONTINUOUS BASIS WITH APPOINTMENT DEPENDING UPON THE INDIVIDUAL'S EXPERIENCE AND QUALIFICATIONS FOR THE SPECIFIC PAY GRADE. EMPHASIS OF THESE POSITIONS IS ON DIRECTING GAMES AND PARTICIPANTS.**

Under general direction, performs responsible, semi-professional recreation work leading and directing a wide variety of organized recreational activities and programs including the supervision of recreation facilities; assists in organizing groups and stimulating interest of children and adults in various types of recreational activities at playgrounds and community centers; maintains reasonable discipline among participants; leads and participates in games and various other recreational activities; assists in preparation of special events such as sports competitions, parades, pet show and various tournaments; issues, collects, cleans and repairs equipment; enforces rules and regulations on City parks; does light record keeping, program proposals and reports, and receives payments for registrations; must be able to effectively interact and communicate with the public; does related work as required.

## **SPECIAL CONDITIONS**

On a continuous basis, sit at a desk for long periods of time; on an intermittent basis, stand and walk when helping citizens and observing and participating in assigned activities; bend to do file searches; twist to reach equipment surrounding desk; perform simple and power-grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; lift or carry weight of 25 pounds or less, and have the ability to travel to different sites and locations.

## **EDUCATION AND EXPERIENCE**

High school graduate; enrollment in a college or university, preferably in Recreation, Physical Education or related fields, highly desirable. **To be eligible for Recreation Leader II, you must have one (1) year of part-time recreation experience and qualify by passing an Oral Interview.**

## **LICENSE**

**Must have a valid California Driver's License, Class C, at time of appointment. A valid Class B Driver's License must be acquired within six months of employment. A standard First Aid Certificate is highly desirable.**

## **THE EXAMINATION**

The examination will consist of an Oral Interview weighted at 100%. (A minimum score of 70% must be attained on the Oral Interview in order to qualify.) Interviews are conducted on an "as-needed" basis based on the needs of the Department.

## **FILING PROCEDURE**

Candidates must submit a legibly completed City of Gardena Employment Application (no FAX copies.) Applications will be thoroughly reviewed and only those that demonstrate the best combination of qualifications and experience in relation to the requirements of the position will be invited to participate in the testing process. Actual appointment is contingent upon the satisfactory completion of a medical examination. **APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS WITH INTERVIEWS CONDUCTED AS-NEEDED BASED ON THE NEEDS OF THE DEPARTMENT.**

**SUBMIT APPLICATIONS TO: CITY OF GARDENA PERSONNEL OFFICE**  
**1700 W. 162ND STREET, GARDENA, CA 90247**  
**24-HR. JOB LINE: (310) 217-9515 / [www.ci.gardena.ca.us](http://www.ci.gardena.ca.us)** (rev 07/2008)